

Terms of Reference
Port Fuels & Materials Services Inc. (PFMSI)
Community Liaison Committee (CLC)

(approved October 16, 2014)

Mission

Provide, encourage and facilitate open communication between local stakeholders and PFMSI on environmental, social, and economic issues of mutual concern associated with PFMSI's proposed Hamilton facility located on Pier 15 in the Port of Hamilton.

Selection of CLC Members

CLC members should meet the following criteria to participate in the CLC:

- Live or operate a business within the City of Hamilton;
- Represent or be a member of a community group, neighbourhood group, or association within the City of Hamilton;
- Be able to act as a conduit for information and feedback on behalf of the community group, neighbourhood group or association that they are representing;
- Communicate this information from the CLC to the community group, neighbourhood group, or association that they are representing; and,
- Be available to attend meetings in the evenings

Membership

CLC size can be no more than a maximum of 15 (fifteen) members. Membership should be consistent to allow for continuity of discussion.

Citizen Representatives (minimum 2)

Examples:

- Keith Neighbourhood Hub
- South Sherman Neighbourhood Hub

Community Stakeholder (minimum 3)

Examples:

- *Environment Hamilton*
- *Clean Air Hamilton*
- *Bay Area Restoration Council*
- *Hamilton Industrial Environmental Association*
- *McMaster University*

PFMSI Representatives (3)

- Owner's representatives

PFMSI will provide a professional *facilitator* for the meetings. The *facilitator* is not a member of the CLC.

PFMSI will provide a *secretary* for the meeting. The *secretary* is not a member of the CLC.

Subject matter experts will be invited from time to time by PFMSI as *presenters* to the CLC. *Presenters* are not members of the CLC.

There is no remuneration to members of the CLC for their participation.

Members of the CLC will act only in an advisory role.

PFMSI will Chair the meetings.

Committee membership may be reviewed at the request of a Member. The membership list can be amended by the CLC if deemed appropriate. Members may notify the Chair of a designate to attend on their behalf. Designate must meet the qualification as outline in Selection of CLC Members.

Chairperson (roles and responsibilities):

Ensure that meetings are conducted in an efficient, professional and collaborative manner;

Ensure meeting presentations and minutes, once approved by the committee, are posted on the company website;

Ensure presentation reflect the interest of members and respect the mission of the CLC.

Members (roles and responsibilities):

Serve in an advisory capacity for the PFMSI proposed Hamilton facility;

Treat all information discussion in a professional and appropriate manner;

Be respectful of the opinion of each member;

Propose meeting topics that represent the interests of the members' respective association;

Communicate the pertinent meeting information to each members' respective associations.

Meetings:

Meeting should be held on a regular basis based on the urgency of topics and development of information (approximately every month or every other month).

Additional meetings, as deemed necessary, can be called by the Chair.

All meetings will be held at an accessible location arranged by the Chair.

PFMSI will assume all administrative costs of the meetings.